

**Minutes  
Windsor Town Council Meeting  
Town Hall  
October 10, 2023**

The Windsor Town Council met in a regular session on October 10, 2023 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor George Stubbs was present, and he called the meeting to order. He welcomed those who were present. Mayor Stubbs asked for anyone with cell phones to please silence them. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present:

J. Randy Carr, Vice Mayor  
David T. Adams  
Walter Bernacki  
Edward (Gibbie) Dowdy  
Jake Redd  
Marlin Sharp

Councilman Sharp delivered the invocation, and Councilman Adams led the Pledge of Allegiance.

**Public Hearings**

Mayor Stubbs opened a public hearing to hear public comments on the proposed conveyance by deed of 0.38 acres +/- of land located in the Town of Windsor and identified as Tax Parcel No. 54-01-019 to the Isle of Wight County School Board. Mayor Stubbs noted that the public hearing was properly advertised.

Mayor Stubbs asked for any persons wishing to speak either for or against the proposed conveyance by deed of 0.38 acres +/- of land located in the Town of Windsor. Hearing none, he closed the public hearing and opened the floor for discussion among the Council. There was no further discussion.

***Memorandum of Understanding (MOU) on Land Conveyance to Isle of Wight County School Board for the Career and Technical Education (CTE) Building Trades Program***

Mr. Saunders stated that Council has two votes before them in relation to the conveyance by deed of 0.38 acres +/- of land located in the Town; a Memorandum of Understanding (MOU) and a resolution to convey the property.

Mr. Saunders said Town Council has negotiated a MOU with the Isle of Wight County School Board to materially assist their Career and Technical Education (CTE) Building Trades Program.

Mr. Saunders explained that specifically, this agreement allows the Town to assist the CTE Building Trades Program in the potential construction of a single-family home as hands-on experience for students in the program. He said primarily, the assistance is to convey by deed 0.38 acres +/- of land located at the intersection of N. Court Street and Joyner Town Road in the Town of Windsor and identified as Tax Parcel No. 54-01-019.

Mr. Saunders noted that this parcel was previously a well site for the Town water system, but the well has since been abandoned.

Mr. Saunders added that this project has the potential to put a vacant property to beneficial use as a new home site.

Mr. Saunders said Council will find enclosed the MOU that has been approved by both parties.

Councilman Bernacki made a motion to adopt the Memorandum of Understanding between the Isle of Wight County School Board and the Town of Windsor for the Career and Technical Education Residential Home Project in Windsor, Virginia. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

***Resolution on Land Conveyance to Isle of Wight County School Board for the Career and Technical Education (CTE) Building Trades Program***

Mr. Saunders recommended that Council adopt the Resolution entitled: A Resolution Approving A Conveyance Of Land From The Town Council Of The Town Of Windsor To The Isle Of Wight County School Board For The Benefit Of The Career And Technical Building Trades Program.

Councilman Bernacki commented that he thought this would be an excellent benefit to the Town.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Approving A Conveyance Of Land From The Town Council Of The Town of Windsor To The Isle Of Wight County School Board For The Benefit Of The Career And Technical Building Trades Program. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

**Delegations and Public Comments**

Wendell Waller, Board Member of the Western Tidewater Free Clinic, thanked Council, on behalf of their patients and clinic, for their recent support. He provided Council with a brief update on the clinic. He reported that for the 2023-2024 fiscal year, the Town's operating budget funding of \$2,400 will provide year-long comprehensive care to almost 2 Town of Windsor patients through 15 visits. He said the Town's support will help the free clinic to serve the patients with high patient care who need them the most. He said with every one dollar donated, your investment is almost tripled in services. He said for the first 6 months of 2023 through June 30<sup>th</sup>, Western Tidewater Free Clinic has served 63 Town of Windsor residents through 345 visits for an average of 5 visits per patient. He said this reflects 5% of our current total patient population.

Mr. Waller continued to report on benefits received by Town of Windsor patients and on the expansion of their dental suite, which will be available to patients by the end of 2023.

Mr. Waller explained that the support of the Town of Windsor and the community allows the Western Tidewater Free Clinic to keep their doors open and to continue to be available to those who desperately need their help. Mr. Waller said he did not come this

evening to ask for anything; he just simply would like to thank Council for their donation and for investing in the Western Tidewater Free Clinic.

### **Consent Agenda**

Mayor Stubbs said the Consent Agenda consists of the minutes of the September 12, 2023 Town Council Meeting, the Planning and Zoning report, and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Sharp made a motion to adopt the Consent Agenda as presented. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### **Treasurer's Report**

Ms. McClanahan reviewed the September 2023 Treasurer's report and gave an update on collections. She reported that the 2023 personal property bills have been mailed.

Mr. Saunders confirmed that all accessories have been received for the new backhoe, as questioned by Mayor Stubbs.

Councilman Carr questioned the increase in cemetery sales.

Ms. McClanahan explained that 10 cemetery plots were recently sold to one family.

Councilman Bernacki noted that the backhoe expense was lower than anticipated.

Mr. Saunders explained that the estimate showed a breakout cost for the broom of \$9,000, but it was included in the total price of \$116,000 for the backhoe.

Councilman Adams asked if the existing backhoe would be auctioned.

Mr. Saunders said the existing backhoe will be cleaned up and put on govdeals.com. He noted that Councilman Carr may have someone interested, and he will be able to go on govdeals.com and place a bid.

Councilman Adams made a motion to approve the Treasurer's report as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### **Council Comments**

Councilman Adams said he spoke with Desiree Urquhart earlier today regarding the water main repair issue that occurred Thursday, October 5, 2023 at the Windsor Manor Mobile Home Park. He said she was very appreciative of the work that was done by the Public Works department to resolve the issue. He said she asked if there is a public notification system in place when there is a catastrophic interruption of services. Councilman Adams said she has an elderly mother who also lives in the mobile home park, and a notification would be very helpful.

Mayor Stubbs thanked Councilman Adams for this information. He said this issue will be addressed later on the agenda.

Councilman Carr thanked Mr. Saunders for following up on the landscaping issues at the Food Lion. He commented that the bushes have been trimmed and the grass has been cut.

Mr. Saunders credited Jay Randolph, Planning & Zoning Administrator, for having the landscaping issues addressed at the Food Lion.

## **Town Manager's Report**

### ***Capital Projects Update***

#### **Duke Street & Virginia Avenue Water Main Replacement**

Mr. Saunders reported that the contractors have extended the new water main down Duke Street to Garris Park. He said the A Street crossing was completed as planned on October 3<sup>rd</sup> and 4<sup>th</sup>, and the Duke Street crossing was completed on October 1<sup>st</sup>.

Mr. Saunders explained that the Virginia Avenue crossing was scheduled for October 9<sup>th</sup>; however, that was going to be impactful for a family on Virginia Avenue. He said that crossing has been pushed back to Thursday, October 12<sup>th</sup> from approximately 9:00 am to 3:00 pm. Mr. Saunders said following those crossings, the contractors will begin installation of the new water main along Virginia Avenue.

Mr. Saunders said the backordered parts, that primarily go inside the meter boxes that connect to individual services, haven't affected the project schedule, as questioned by Councilman Bernacki. He explained that once the mains are charged and tested, the contractor will disconnect the old service and reconnect each individual customer's service line to the main.

Mr. Saunders reported that the project seems to be going well.

### ***Calendar of Events***

Mr. Saunders said the October 2023 and November 2023 calendars are enclosed to include Town of Windsor and Isle of Wight County public meetings, as well as other pertinent information.

Councilman Carr noted that the calendar shows a Planning Commission meeting scheduled for November 22, 2023 during the Thanksgiving holiday.

Mr. Saunders said that meeting will likely be cancelled.

Mr. Saunders noted that the Isle of Wight County Museum is working on a cookbook, and there will be a presentation at the "Lunch and Learn" on Thursday, October 26, 2023, at the Windsor Town Center at 12:30 pm. He said they will be organizing a group to do outreach to collect recipes from the community for the cookbook.

### ***Recognition Dinner***

Mr. Saunders said, as is customary from time to time, a recognition dinner is held in thanks of the service of past elected officials.

Mr. Saunders said those to be recognized since the last dinner, which was held in 2019, include Kelly Blankenship, Durwood Scott, Glyn Willis, and Greg Willis.

Mr. Saunders added that the dinner is to be held at the Windsor Town Center and catered by the Windsor Women's Club. He said the proposed date is Wednesday, November 15<sup>th</sup>, with an alternative date of Thursday, November 16<sup>th</sup>.

After discussion, Council agreed by consensus to schedule the recognition dinner for Wednesday, November 15<sup>th</sup> at 6:00 pm.

### ***Emergency Water Line Repair Notification***

Mr. Saunders reported that he forwarded an email from Desiree Urqhart to Council where she expressed her concerns with her water service being interrupted with no notification. He said we had an emergency water line repair in Windsor Manor Mobile Home Park, which became more problematic than expected. He explained that when we have a planned water main repair, staff will notify those affected by putting a door hanger on their door with the time and date of the service interruption.

Mr. Saunders said after he received Ms. Urqhart's email with her concerns, he contacted Will Drewery of Isle of Wight County Emergency Management to discuss their Isle of Wight Alert System. He said he asked Mr. Drewery if it would be possible to use this system in situations where service will be interrupted for repairs. He stated that Mr. Drewery said the system can be used in circumstances such as that.

Mr. Saunders said we will be able to put out notification through the Isle of Wight Alert System for service interruptions in the future. He noted that we will need to do an outreach to notify citizens regarding signing up for the Isle of Wight Alert System so that we can reach a higher percentage of those affected by service interruptions.

Councilman Adams thanked Mr. Saunders for reaching out to Mr. Drewery regarding this issue. He said he understands how difficult it may be waking up in the morning without water, especially for senior citizens. Councilman Adams recommended a couple of ways of getting the message out to the community to sign up for the alert system, such as sending flyers with the water bills and having this information in the newspaper.

### ***Town Attorney's Report***

None

### ***Mayor's Report***

None

## **Economic Development Authority (EDA)**

Councilman Redd reported that a survey for the sale of the property located on the west side of Town was delayed due to lots being vacated. He said the survey has been completed, and the title work is being done now. Councilman Redd added that a closing date should be scheduled soon.

## **Other Reports**

Councilman Bernacki reported that due to supply chain issues with equipment, the tanker truck was not ready for service by the end of September, as previously reported. He said it should be responding to calls by the end of October 2023. He said the fire department appreciates everyone's patience.

Councilman Adams reported that he and Councilman Dowdy attended the Windsor Town Center Advisory Board meeting on October 1, 2023 and approved the new facility rental rates to include a cleaning service fee. He said this will be another opportunity to provide a full-service solution and make additional money on rentals.

Councilman Dowdy also reported that security cameras have been installed at the Windsor Town Center.

## **Old or Unfinished Business**

### ***Cemetery Fence Replacement Proposals***

Mr. Saunders said Town Council has recently considered the replacement of the fence at the Windsor Cemetery.

Mr. Saunders said the Town has received three (3) bids for the fence replacement. He said the fence to be replaced is a 4 ft. tall galvanized, chain link fence, approximately 495 ft. in length, with no gates. He said the bids received are very similar in that they all include demolition and removal of the existing fence and the following options for replacement with chain link fence:

- 3 ft. tall galvanized
- 3 ft. tall black, vinyl-coated
- 4 ft. tall galvanized
- 4 ft. tall black, vinyl-coated

Mr. Saunders reviewed the enclosed three (3) fence proposals.

Councilman Carr asked where the funds would come from to purchase the new fence.

Mr. Saunders said the funds could come from unappropriated ARPA money and/or contingency funds.

Councilman Bernacki suggested using money left from the backhoe to help fund the new fence.

Councilman Carr said he feels that out of respect for the families and for those buried at the cemetery, we should purchase the fence that will last the longest and look the nicest.

After further discussion, Councilman Carr made a motion to have Rosenbaum Fence replace the old fence with a 4 ft. tall black, vinyl-coated fence with 7 gage commercial wire at the proposal price of \$12,702.00. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

## **New Business**

### ***Windsor Police Department Accreditation Manager Agreement***

Chief Riddle said as you are aware, as a result of the settlement of the lawsuit with the Office of the Attorney General, we are required to have an Accreditation Manager during the three-year period of the consent decree. He said the current Virginia Department of Criminal Justice Program Manager for Accreditation, Mr. Todd Clingenpeel, recommended Mr. Derrick Mays for the position. He said Mr. Mays submitted his resume for review, and we have had several phone conversations regarding the position and the expectations of the Windsor Police Department (WPD). Chief Riddle noted that he has spoken to several other Chiefs and received nothing but positive responses for Mr. Mays and his knowledge and experience with the accreditation process.

Chief Riddle stated that Mr. Mays is currently working for the Halifax County Sheriff's Office as the Accreditation Manager there Monday through Thursday. He has agreed to work for the WPD as an independent contractor in the Accreditation Manager role while we work towards earning our accreditation. He explained that Mr. Mays would work remotely most of the time assisting the WPD and Lexipol as we revise and update policies, begin to capture proofs of compliance, and prepare for the mock assessment. Chief Riddle added that he believes that Mr. Mays' knowledge and experience with the accreditation process will pair nicely with Lexipol and allow us to successfully reach our goal of accreditation.

Chief Riddle reported that funds to pay for accreditation management were included in the grant application to the US Department of Justice COPS Office. He said the WPD requested approximately \$100,000 to fund the position over three years. As of today, we have not received notification of the award for this grant program. Chief Riddle said as required by the consent decree, the Office of the Attorney General did submit a letter of support to the US Department of Justice COPS Office.

Chief Riddle said attached you will find a copy of the consent decree, Mr. Mays' resume, the letter of support from the Office of the Attorney General, and a proposed contract with an hourly rate of \$42.00 per hour for contract accreditation management services.

Chief Riddle recommended that the Council adopt this contract and move forward with bringing Mr. Mays on board as the Contract Accreditation Manager for the WPD.

Chief Riddle noted that meetings with the Lexipol Accreditation Services Team have already begun, and we are pressing forward with this project. He said meetings have been scheduled for Fridays with the anticipation of Mr. Mays joining the team in the role of Accreditation Manager for the Windsor Police Department.

Councilman Bernacki questioned if we need to address additional compensation in the contract if Mr. Mays was required to travel to the WPD to work.

Chief Riddle said Mr. Mays has not requested additional compensation to travel to the WPD to work, but it would probably be relevant to pay for his travel time. He said he may have to visit one or two times to access the building for accreditation compliance.

Councilman Adams asked if this position would be a full-time effort.

Mr. Saunders explained that Mr. Mays is going to maintain this Monday through Thursday position elsewhere during this time. He will only be working with the WPD on Fridays.

Mr. Taylor confirmed that he reviewed the contract, and he is comfortable with the language, as questioned by Councilman Bernacki.

Councilman Bernacki made a motion to approve the contract with an hourly rate of \$42.00 per hour for contract accreditation management services provided by Mr. Derrick Mays. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### ***Resolutions of Recognition for Kelly Blankenship, Glyn Willis, and Greg Willis***

Mr. Saunders said as of December 31, 2022, Kelly Blankenship, Glyn Willis, and Greg Willis were no longer in their respective positions with the Town of Windsor.

Mr. Saunders said he attached three resolutions commending Kelly Blankenship, Glyn Willis, and Greg Willis for their invaluable work and service to the Town of Windsor and its citizens.

Mr. Saunders recommended that Council adopt these resolutions, and that we present these resolutions to Kelly Blankenship, Glyn Willis, and Greg Willis at a future Recognition Dinner.

Mr. Saunders noted that we will be honoring Durwood Scott at the Recognition Dinner, but he received his resolution previously.

Councilman Bernacki made a motion to adopt the resolutions of recognition for Kelly Blankenship, Glyn Willis, and Greg Willis. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Council continued to discuss the guest list for the Recognition Dinner.

### **Closed Session**

Councilman Bernacki made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711.A.1. Discussion or consideration of prospective candidates for employment, specifically in regard to the hiring of a Town Clerk. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.



Councilman Sharp made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Bernacki made a motion to adjourn. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

The meeting adjourned at 8:23 p.m.

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George Stubbs, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Council Meeting Date Oct 10, 2023

Motion #	Adams	Dowdy	Sharp	Redd	Bernacki	Carr	Stubbs
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk